

Genoa Public Library District

Board of Trustee Meeting Minutes

June 23, 2025

- I. CALL TO ORDER – Meeting was called to order at 7:00 pm by Board President Jim Hansen. Trustees present: Donna Bradshaw, Steven Veeneman, Mary Keys, and Jennifer Lechelt. Also present: Library Director Jen Barton.
- II. APPROVAL OF AGENDA – Steven moved to approve the agenda as presented. Second by Jennifer. Vote: Yes/5, No/0
- III. SWEARING IN OF NEWLY ELECTED AND APPOINTED TRUSTEES – Secretary Jennifer Lechelt swore in trustees Mary Keys and Steven Veeneman for their new terms.
- IV. NEW OFFICER ELECTIONS – Steven made a motion to maintain the current slate of officers. Second by Donna. Vote: Yes/5, No/0
- V. PUBLIC COMMENT – None
- VI. PRESENTATIONS – None
- VII. APPROVAL OF MINUTES – Steven moved to approve the minutes from May 19, 2025. Second by Jennifer. Vote: Yes/5, No/0
- VIII. CORRESPONDENCE – None
- IX. TREASURER’S REPORT – Steven moved that we place \$24,489.57 on the record for audit for the month of May. Second by Jennifer. A roll call vote was taken: Steven-yes, Jennifer-yes, Mary-yes, Donna-yes, Jim-yes.
- X. CLOSED SESSION - At 7:06 pm, Jennifer made a motion to go into closed session pursuant to 5 ILCS 120 of the Open Meetings Act for the consideration of 5 ILCS 120/2(c)1 to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel, including hearing testimony of a complaint lodged against an employee or against legal counsel to determine its validity. Second by Steven. Vote: Yes/5, No/0. Closed session was adjourned at 7:36 pm. Open session was resumed at 7:37 pm and the following motion was made: Steven moved to increase the library director’s salary 4% to \$56,680 beginning on July 1, 2025. Second by Donna. A roll call vote was taken: Steven-yes, Jennifer-yes, Mary-yes, Donna-yes, Jim-no. Mary made a motion to increase the spending authority of the library director from \$500 to \$1,500 for purchases not accounted for in the budget. Second by Steven. A roll call vote was taken: Steven-yes, Jennifer-yes, Mary-yes, Donna-yes, Jim-yes.
- XI. OLD BUSINESS
 - i. Items on the Project List were reviewed, and the list will be updated to reflect progress and completion of current items.
- XII. NEW BUSINESS
 - i. Steven moved to approve the Working Budget for FY2025-26 as presented. Second by Jennifer. A roll call vote was taken: Steven-yes, Jennifer-yes, Mary-yes, Donna-yes, Jim-yes.
 - ii. Library Director Jen Barton presented her staff salary recommendation to the Board for 2025-26.
 - iii. Library Director Jen Barton shared the Crisis Communications Plan. This plan will become part of our Emergency Preparedness Manual.
 - iv. Library Director Jen Barton shared revisions made to the employee handbook to update federal and state laws and policies. Mary made a motion to pull out the outdated salary schedule from the employee handbook. Second by Steven. Vote: Yes/5, No/0
- XIII. STANDING COMMITTEES
 - a. Finance – None
 - b. Technology – None

c. Facilities – None

d. Policy - None

XIV. DIRECTOR'S REPORT AND MONTHLY STATISTICS – Presented

XV. FUTURE AGENDA ITEMS – None

XVI. ADDITIONAL DISCUSSION – None

XVII. REVIEW OF DIRECTOR EVALUATION – Presented

XVIII. ADJOURNMENT – The meeting was adjourned in due form at 9:10 pm.

Next Meeting: July 21, 2025